

## Job Details

<b>Job Title</b>	<b>Chief Financial Officer</b>
<b>Department</b>	Finance
<b>Classification</b>	Management (Exempt)
<b>Status</b>	Permanent, Full-Time
<b>Issued</b>	March 2026

## Job Description

### **POSITION SUMMARY:**

Reporting to the Chief Administrative Officer (CAO), the Chief Financial Officer (CFO) provides executive leadership, strategic direction, and statutory financial oversight for the Alberni-Clayoquot Regional District (ACRD) and the Alberni-Clayoquot Regional Hospital District. The CFO fulfills the statutory responsibilities of the Financial Officer as defined in the *Local Government Act*, ensuring accountability, transparency, and long-term financial sustainability for a diverse range of regional services.

This role leads the full suite of financial and corporate services, including multi-year financial planning, statutory financial reporting, leadership of all day-to-day financial operations, investments and cash flow management, risk management, procurement, and contract administration. The CFO ensures effective interim and year-end reporting and manages the annual external audit process.

The CFO provides strategic financial advice to the CAO, Senior Management Team, and the Board of Directors, contributing to corporate planning, service development, asset management, and strategic plan implementation. As a member of the senior leadership team, the CFO plays a key role in shaping organizational priorities, supporting evidence-based decision-making, and ensuring that Board policies, financial controls, and governance standards are consistently followed.

### **DUTIES AND RESPONSIBILITIES:**

#### **Financial Stewardship**

The CFO is an officer position pursuant to section 237 of the Local Government Act and has financial administrative responsibility for the Regional District which includes the following powers, duties and functions:

- a) Receiving all money paid to the regional district.
- b) Ensuring the keeping of all funds and securities of the regional district.
- c) Expending and disbursing money in the manner authorized by the board.
- d) Investing funds, until required, in authorized investments.

- e) Ensuring that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe.
- f) Exercising control and supervision over all other financial affairs of the regional district.

Without limiting the generality of the foregoing, the CFO's duties, powers and functions also include the following:

- Provides leadership and oversight for all financial operations of the Regional District and Regional Hospital District, including payroll, accounting, accounts payable, revenue services, and financial controls.
- Prepares the Five-Year Financial Plan and the Regional Hospital District annual budget, ensuring alignment with strategic priorities.
- Oversees the preparation of annual financial statements, working papers, and documentation required for interim and year-end audits.
- Provides expert financial analysis, advice, and options to the CAO, Senior Management Team, and Board of Directors.
- Reviews financial performance and operational results with the CAO and department leaders, recommending adjustments as required.
- Oversees investment management and ensures cash flow planning supports operational and capital requirements.
- Administers borrowing through the Municipal Finance Authority and prepares related bylaws and documentation.
- Administers the Tangible Capital Asset Policy and ensures compliance with Public Sector Accounting Board (PSAB) standards.
- Oversees the Regional District's procurement and contract administration framework.
- Administers the Regional District's Asset Management Program and ensures its integration into financial planning and capital forecasting.
- Contributes to corporate risk management, insurance, and claims administration.
- Ensures an effective financial control environment through adherence to internal controls and continuous improvement of financial procedures.
- Oversees accurate allocation of revenues and expenditures across all Regional District services.
- Provides information, guidance, and customer service to the public, stakeholders, and external agencies regarding financial matters, bylaws, regulations, policies, and Board decisions.
- Performs other related duties and tasks as assigned by the CAO or delegated by bylaw.

### **Supervisory**

- Provides leadership and direction to departmental staff, including work planning, scheduling, coaching, and performance management.
- Oversees recruitment, training, supervision, and discipline of finance staff in accordance with policies, legislation, and collective agreement provisions.
- Maintains a respectful and productive work environment, ensuring effective conflict resolution and sound labour relations.

## **Administrative**

- Develops, recommends, and implements financial policies, procedures, and bylaws that support strong financial governance.
- Monitors changes in legislation, accounting standards, and best practices and integrates these into Regional District processes.
- Prepares reports, briefings, and presentations for the Board, committees, staff, external agencies, and the public.

## **General**

- Ensures compliance with all applicable regulations and promotes excellent customer service.
- Participates in the Regional District's Emergency Program and may serve in leadership roles during emergencies.
- May be assigned as Acting CAO during absences as delegated.
- Provides technical and financial expertise for ACRD projects.
- Performs related duties as required.

## **KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE**

- 5 or more years of experience in a local government environment; or an equivalent combination of training and experience.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism.
- Proven skills in supervision, organization, work planning, problem solving, contract administration and financial management.
- Ability to research and comprehend new and complex ideas and issues.
- Excellent written and oral communication skills including analytical, research and summary report writing, and verbal presentations for a variety of audiences.
- Experience working in groups as a team-player and the ability to foster engagement with stakeholders.
- Excellent analytical, organizational, time management, problem solving and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment.
- Sound knowledge of the principles and methods of fund accounting and of local government financial operations.
- Sound knowledge of Canadian Generally Accepted Accounting Principles and good working knowledge of Public Sector Accounting Board (PSAB) requirements.
- Ability to complete work with a high degree of accuracy.
- Demonstrates an ability to implement cross-departmental programs, policies, and procedures in a diverse organizational setting.
- Thorough knowledge of the *Local Government Act* and *Community Charter*.
- Excellent public relations and customer service skills.

## **EDUCATION, TRAINING, CERTIFICATION & LICENCES**

- Chartered Professional Accountant designation (CPA).
- A post-secondary degree in business or related field.
- Advanced computer skills and proficiency with software including Microsoft Office Suite and Adobe Acrobat.
- Experience using Vadim, CaseWare and Questica and/or other local government accounting software packages would be considered an asset.
- Valid BC Class 5 Drivers License.
- Satisfactory criminal record check.